

**Questions & Answers**  
**Adult Education and Family Literacy Act (AEFLA) RFP Technical Assistance**  
**Webinar**  
**April 19, 2013**

*1. Should classes not covered by the grant be included?*

Classes not covered by the proposed grant application should not be included in the description of services provided, e.g., Table 1: Schedule of Classes. However, if the applicant wishes to include a more complete picture of its program in order to demonstrate capacity and commitment, partnerships, or alignment of services, the applicant may describe classes not covered under the grant applicant. In doing so, the applicant should clearly delineate between non-AEFLA and AEFLA classes.

*2. Will the presentation be available electronically at the conclusion of webinar?*

The presentation, along with the Q & A document, will be available under the Grants and Funding section of OAEL's Web site the week after the technical assistance Webinar.

*3. Why wasn't updated census data used in allocating AEFLA funds? When will allocations reflect updated census?*

OAEL used 2005-2009 five-year ACS data to determine the local AEFLA allocations for the three-year competition beginning in FY 2012-2013. The same formula will be used for the duration of the three-year continuation grant. New data will be used in determining the funding formula for the AEFLA competition beginning in FY 2015-2016.

*4. Who will be reviewing and scoring applications? What is considered an unacceptable score?*

An independent team of grant and adult education professionals and OAEL staff will review the applications. Generally, a score below 70 points, out of a possible 100 points, would indicate that the application requires revisions. In addition, OAEL may require any application, regardless of score, to be revised if it does not comply with federal and state regulations and policies.

*5. When can we expect to receive the award notice?*

The U.S. Department of Education typically provides Virginia with a state award notice of AEFLA funds by July 1 of each year. Once OAEL receives the final state award, regional program award notices are routed through the Virginia Department of Education for approval, regional budgets are loaded in OMEGA, and notices are mailed to grant recipients. The process is carried out as quickly as possible in the

month of July; however, OAEL cannot provide a specific date for the receipt of award notices by funded programs.

6. *In rural areas where match is completely "in-kind", is it understood that programs may not be able to begin service delivery for the program year until funding is approved, which will affect timeline for activities designed to achieve goal & objective as well as timeline to expend funds. Will that be taken into consideration during program performance review?*

The performance review for FY 2012-2013 will be due in January 2014. At that time, programs will have final NRS data for the fiscal year and sufficient time to reflect on their performance. All funded programs are expected to design their services to provide sufficient intensity and duration of instruction and to meet or exceed the established federal and state performance targets.

7. *Is a pdf file of the 3-yr plan and grant component requirements acceptable?*

A copy of the applicant's approved Three-year Plan, along with the budget workbook, must be submitted electronically. Microsoft Word (DOC) or portable document format (PDF) is an acceptable format for the Three-year Plan. The budget workbook must be submitted as a Microsoft Excel file (XLS or XLSX). All other documents must be submitted as paper copies. Please refer to the RFP for instructions on submitting applications.

8. *Is it true that you must use program income before using federal funds?*

Yes, programs that collect program income from AEFLA activities must spend the program income funds before requesting reimbursement of AEFLA funds.

9. *Does program income have to be zeroed out by the end of the fiscal year?*

Yes, program income must be spent before requesting reimbursement of AEFLA funds. All program income for the year must be spent before the final reimbursement of AEFLA funds is made. Program income may not be carried over to the next fiscal year.

10. *Can space provided for the regional office be used as match for the entire region?*

Yes, match may be in-kind or cash and may originate from a single source or multiple sources within the region. Please refer to pages 24 and 25 of the AEFLA RFP for additional information about matching requirements.

*11. Were the RFP notices sent to only current award holders? Is this a re-competition phase?*

Programs that were awarded AEFLA funding under the FY 2012-2013 three-year competition will be under a continuation grant until a new competition is held for the period beginning with FY 2015-2016. All RFP documents were publically posted to the OAEL Web site for the second-year funding application, but notification was sent only to the fiscal agents of the programs funded under the current three-year cycle.